Ordering VFC Vaccines

1) Click **VFC Inventory/Orders** in the center of the screen or click **Inventory and Ordering** on the left menu. Click **Create and View Orders** from the left sub-menu.

2) Check that your VFC Profile is correct. If you need to change any information, click **Edit VFC Profile**, update your information and click **Save**.

3) Click **Enter Inventory.**

4) On the **Enter Vaccine Information** screen, add the quantity, in doses, for each lot you have in your VFC inventory. If you don't have any inventory of a particular lot on hand put in a "0." All rows *must* be filled. When you're done, click **Submit Inventory**.

> 4a) If you don't see a lot number you have on hand on the **VFC Inventory Report**, press **Cancel** and enter the vaccine(s) into your ImmuNet inventory and then re-enter your inventory.

Ordering Specialty and Flu Vaccines

1) Click **VFC Inventory/Orders** in the center of the screen or click **Inventory and Ordering** on the left menu. Click **Create and View Orders** from the left sub-menu, then click **Order Specialty/Flu Vaccines** on the right. When influenza vaccines are not available, the button will only say **Order Specialty Vaccines.**

2) There are three (two when flu vaccines are unavailable) sections: Specialty, Single Dose, and Flu. For each section, both the inventory and order sections should be filled even if you are not ordering from one of the sections. The order quantity will default to "0" but you'll need to add a number in the inventory column for each row.

> 2a) Specialty vaccines include Td, DT, and the Meningococcal B vaccines. The vaccines should be ordered in multiples of 10.
> 2b) The Single Dose section allows you to order some vaccines in quantities less than 10. Use this section if you only need a small number of the selected vaccine.
> 2c) The Flu section will only appear when flu vaccines are available. Flu vaccines should be ordered in multiples of ten.

3) The **Priority Order** selection should not be used. If you need a priority order, include your Priority Reason or justification.

4) Press **Confirm Order** when you are done. If there are any errors in your order, they will be written in red at the top of the page. Otherwise, the words "Order Confirmed" will appear in red. The order will now show as "pending" in the Order Status.